

## **JAIL SUPERINTENDENT**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible supervisory position involving management of the City Jail and supervision of the maintenance facility and equipment; budget preparation; jail security; supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The Superintendent of Jail oversees the booking procedure, maintains records and reports of jail activity, and maintains an inventory of supplies for the operation of the jail. The employee in this class works independently under the supervision of the Support Services Commander and is subject to call at any time. The employee must have a working knowledge of State and Federal Guidelines for Jails.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Responds directly or indirectly to written or oral requests or complaints. Insures that all required reports, correspondence and files are prepared, maintained, and forwarded to the Chief of Police, Deputy Chief of Police, and Support Services Commander. Completes records, reports and coordinates the work of the department with related federal, state, and local agencies, relating information and giving assistance when needed.

Assigns duty areas or work schedules to subordinates. Acts as official timekeeper for all Jail Personnel, insuring all time records prepared by shift supervisors are complete and accurate. Approves leave; evaluates work performance; provides technical assistance; counsels employees; resolves employee complaints and provides training for new jail employees.

Oversees all procedural activities commonly required, such as searching of prisoners who are brought to the jail securing of all personal property of the arrested person; use of restraining devices on prisoners when required; and ensures all information regarding the new prisoner is listed in the appropriate records.

Oversees the jail facility making sure that it is clean; prisoners receive proper meals; prisoners clothing is clean and meets jail

regulations; and sees that inmates receive proper medical attention.

Gathers information for and prepares an operating budget for the jail; reviews and signs purchase requisitions; purchases and maintains an inventory of supplies needed in the jail making sure such purchases are within the established budget. Inspects the jail facility and equipment in order to maintain all necessary safety precautions and to maintain emergency equipment for use in case of fire.

Insures that the Chief of Police, Deputy Chief of Police, and Support Services Commander are kept informed of all pertinent activity of the Jail.

Carries out lawful mandates of the Chief of Police, Deputy Chief of Police, and Support Services Commander.

Observes the conduct, appearance, performance and actions of Jailers and makes suggestions on commendations and disciplinary action as the situation dictates.

Works closely with and assists other departmental personnel to insure the proper functioning of the Jail; Identifies problems and makes recommendations for solutions.

Coordinates with the Training Division in providing for training of Jail personnel.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have a minimum of five years experience in a paid correction position.

#### **MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

**OR**

Must have an Associate's degree in criminal justice, business administration, public administration, or related field from an accredited college or university.

BC	04-15-99
REV	11-04-04
	08-22-07
	04-09-09
	06-02-09
	01-12-11
	05-21-14